2006 PERSONAL COMPUTER TRAINING

Course Listings

Offered through Metro Hartford Information Services
John Tuller, 757-9486

Metro Hartford Information Services provides computer training with a focus on helping City employees improve their productivity through use of technology. Internal classroom training utilizes the "*Explain*", "*Show*", "*Do*" training methodology. Students are provided with their own computer and training materials are supplied for students' use both during the course and as a reference guide after the course has been completed.

Courseware has been developed to meet the needs of beginning, intermediate, and advanced users. Each class is limited to ten participants in order to provide the opportunity for individual attention. **Classes are full-day sessions unless otherwise noted.**

Metro Hartford Information Services will offer personal computer training for:

Introduction to Personal Computers
Introduction to WINDOWS 2003
WORD 2003
EXCEL 2003
ACCESS 2003
POWERPOINT 2003
OUTLOOK 2003

Full course descriptions, dates, times and locations are listed on the following pages. Contact John Tuller at 757-9486 to obtain additional information regarding prerequisites, contents, and schedules.

Introductory and advanced level classes are offered. All classes are free of charge to City and Board of Education employees. Classes will be given at the MHIS PC Training Lab, 260 Constitution Plaza. Entrance to the Training Center is on Market Street. Parking is available for an hourly charge in the Morgan Street Garage.

Please Note:
Messages for class participants can be left with the Metro Hartford Information Services Help Desk at 695-8411. It is the responsibility of students to check during break or at lunch. Emergency messages will be delivered immediately.

Introduction to Personal Computers

This ½ day class provides a basic orientation to Personal Computers. Participants will learn about a healthful ergonomic environment, terminology, hardware and software components, using correct startup and shut down procedures, desktop, windows and programs

Prerequisite: None.

Dates: September 8, 2005
Time: 9 a.m.- Noon
Location: MHIS PC Training Lab   260 Constitution Plaza, 1st floor

Introduction to Windows 2003

Participants in this class will learn standard terminology and navigation techniques of working with Windows 2000. They will review the desktop, learn how to work with Windows Explorer, manipulate windows and programs, use menus and dialog boxes, create and save a simple word document.

Prerequisite: None.

Dates: September 13, 2005
Time: 9 a.m. – Noon

WORD 2003 (Introduction)

This course provides participants with an introduction to the basics of Word 2000. Participants will learn basic document skills; spelling and grammar checking; text editing; document views, printing; character and paragraph formatting; indenting paragraphs, and creating numbers and bullets.

Prerequisite: Basic understanding and working knowledge of Windows
Dates: September 15, 2005, December 6, 2005;
Time: 9 a.m. – 4 p.m.
Location: MHIS PC Training Lab   260 Constitution Plaza, 1st floor

WORD 2003 (Intermediate)

Participants will learn how to insert dates and symbols; use auto format features; creating and editing, and formatting tables, use the auto correct and auto text features; customize dictionaries; use find and replace, mail merge, and Headers & Footers.
Prerequisite: A good working knowledge and understanding of basic Word features and techniques.
Dates: November 2, 2005
Time: 9 a.m. – 4 p.m.

EXCEL 2003 (Introduction)

This course provides participants with the skills necessary for the productive development of workbooks. Topics covered include exploring the Excel environment; mastering basic workbook skills; working with ranges; creating simple formulas, copying and moving data; printing worksheets; using page setup; formatting numbers and text; working with columns and rows; and formatting cells.

Prerequisite: Basic understanding and working knowledge of Windows.

Date: September 20, 2005; December 8, 2005
Time: 9 a.m. – 4 p.m.
Location: MHIS PC Training Lab   260 Constitution Plaza, 1st floor

EXCEL 2003 (Intermediate)

Students attending this course will learn techniques for managing large or multiple worksheets. Topics covered include using large worksheets; working with multiple sheets; working with outlines; using paste special; creating and using range names; using labels in formulas; creating charts; editing charts; drawing an object and managing multiple workbooks.

Prerequisite: A good working knowledge and understanding of basic Excel features and techniques.

Date   November 8, 2005
Time: 9 a.m. – 4 p.m.
Location: MHIS PC Training Lab   260 Constitution Plaza, 1st floor

POWERPOINT 2003

Participants will learn the skills necessary for developing presentations. Topics include: creating and enhancing a PowerPoint presentation; Using Slide, Outline, Slide Sorter, and Notes Pages views. Students will also learn how to format and edit slides, use transition and build affects, and include objects in their presentation. Creating a graph to illustrate numeric data and creating an organization chart to include in your presentation will also be covered.

Prerequisite: A good working knowledge of Windows and Word.

Date: October 12, 2005; December 13 2005
Time: 9 a.m. – 4 p.m.
Location: MHIS PC Training Lab   260 Constitution Plaza, 1st floor

ACCESS 2003 (Introduction)

This course teaches the skills necessary for setting up and using database tables. Topics include designing and creating a new database; creating tables; setting field properties; finding and filtering data; printing data; using simple queries and modifying results; creating forms and reports.

Prerequisite: Excellent working knowledge of Windows or specific need for topics.

Date: October 4, 2005; December 15, 2005
Time: 9 a.m. – 4 p.m.
Location: MHIS PC Training Lab   260 Constitution Plaza, 1st floor

ACCESS 2003 (Intermediate)

This course teaches the user how to modify tables, use operators and mathematical information in queries. Also covered is designing advanced queries; using advanced query wizards, using database updates; manipulating controls; using design view, using editing tools, and creating action queries.

Prerequisite: An excellent understanding and working knowledge of Access. Successful completion of Access 2000 Introduction.

Date   November 10, 2005
Time: 9 a.m. – 4 p.m.
Location: MHIS PC Training Lab   260 Constitution Plaza, 1st floor.

MICROSOFT INTERNET EXPLORER

Participants will learn how to log on to the Internet, review the basic features of a web page window, use Internet exploration basics, and have an opportunity to search for topics using several search engines.

Prerequisite. Business need for specific topics discussed.

Date: October 13, 2005
Time: 9 a.m. - Noon
Location: MHIS PC Training Lab   260 Constitution Plaza, 1st floor

Outlook 2003 (Basics)

Participants will learn how to log on to Outlook, work with mail messages received, create and send a mail message, features of mail received, learn how to use the various Address books, manage folders and messages, and use other helpful features of Outlook.

Prerequisite: Experienced user in Windows. Business need for specific topics discussed.

Date: October 20, 2005; December 14, 2005
Time: 9 a.m. - Noon
Location: MHIS PC Training Lab   260 Constitution Plaza, 1st floor

Outlook 2003 (Advanced Features)

Participants will archive messages, manage folders and messages, share mailbox and address books, work with shared folders, create rules, and use many of the custom features that are part of Outlook.

Prerequisite: Experienced user in Outlook.
Date: November 15, 2005
Time: 9 a.m. - Noon
Location: MHIS PC Training Lab   260 Constitution Plaza, 1st floor